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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

13 December 1972

1. Present were:

[Redacted]

2. Items of interest from the DD/P Staff Meeting - 13 December.

a. Coverage of Saturday, 23 and 30 December. It will not be necessary for regular Saturday morning staffing to be observed on 23 and 30 December. Mr. Karamessines asked each Division and Staff Chief to arrange for only that staffing which he judges to be essential on these two days.

3. Items of interest from the DD/S Staff Meeting - 12 December.

a. QSI's. Mr. Coffey presented QSI's to [Redacted] for the "excellent drug abuse exhibit" which they helped produce.

b. Support Directorate Personnel Retiring in December 1972.

[Redacted]

OF 29 December
OC 11 December

c. Freeze on Hires and Promotions. Mr. Fisher commented on the freeze on hiring, promotions and executive pay. The freeze is not as long as it was once thought; it is due to be relaxed when the next Federal budget is submitted to Congress in late January. Step increases and QSI's are not affected, but it is hoped that there will not be a flood of QSI's to compensate for the lack of promotions. Transfers from one Federal agency or department to another are temporarily frozen.

d. Voluntary-Involuntary Retirements. Mr. Fisher announced that effective 31 December 72, the liberalized procedures for voluntary-involuntary discontinued service retirement under the Civil Service Retirement System have been rescinded because of a policy decision by the Civil Service Commission. Voluntary/involuntary retirement under CIARDS has also been rescinded effective 31 December 72. A notice is being issued which will rescind [Redacted]

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[Redacted]

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4. Other items of interest.

a. 1972 W-2's. Last week we relayed to you a note prepared by OF. The note was in error with respect to the statement that each of you had received a listing of employees from OF in October. The listings were reviewed by CCS, corrected from CCS records, and returned to OF weeks ago. January 26 is still the target date for 1972 W-2's.

b. Summary of Agency Employment. The 16 November 1972 revision of [redacted] clarifies what you must do on this subject for staff employees, Type A Contract employees, and detailed civilian personnel.

" Provide guidance and assistance to the employee in his preparation of a written summary of his Agency employment. The administrative officer will submit the draft summary to the following for review and approval: the employee's Career Service; Central Cover Staff if the employee had ever served under cover; CI Staff if the employee had at any time been assigned or detailed to the Clandestine Service; and the Office of Security. After final approval of the summary, the administrative officer will give the employee a separately typed copy of the text of the approved summary and will send the original with the approval signatures to the Office of Personnel for permanent retention in the employee's official file."

c. Exchange of Parking Permits. We have completed the distribution to you of the parking permits to be used beginning 2 January 73. We have no objection to your exchanging among yourselves any of the permits charged to you, but make very certain that Virginia gets an accurate record of any exchanges you may make to include space number for reserved spaces and in all cases permit numbers. As you know, our office is the one called when someone has left lights on or the car is otherwise having trouble. Only if we know which component has the permit can we help you correct a problem. If any of you wish to exchange a permit with another Directorate, please let us know what you would like to do and our office will make the arrangement.

d. Security Violations. There were 21 security violations charged to DDP components during the month of November. NE had 5; EUR had 4, CA and WH had 3 each; FE, 2; and [redacted] NOCAD, AF, and CI had one each.

e. Promotions.

To GS-14

To GS-13

f. Optional Car Rental Insurance. You should have received a memo from Tom Yale, dated 8 December 72, on this subject.

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g. [] Last week Bill underwent a double hernia operation at Suburban Hospital. He is now at home and expects to be back at work after Christmas.

h. Cuban Missile Display. The display will continue at least through the month of January.

i. Senior Seminar. The Support Directorate has four students in the next Senior Seminar scheduled from 21 January to 23 March 1973.

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j. Recently Approved Assignment of "S" Careerist.

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k. [] After Christmas John will be working in the [] and will head the [] is the coordinating center within the Department for matters involving the activities of the National Security Council and the related work in the areas of national security intelligence. One of John's many duties will be to represent [] on the USIB.

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